

NOTES

October Monthly Meeting on Enrichment Initiative to to Increase Literacy at the Primary School Level

Activity Implementation Cooperative Agreement No. AID-532-A-13-00003

DATE: October 23, 2015

PRESENT: AOR Claire Spence (CS) MoE Enrichment Specialist (SM), Programme Manager Dane Richardson (DR) Training Officer Evadne Cowell, (EC) M&E Officer Jo Anderson-Figueroa (JAF),

Actions October 23, 2015

Action	By	Date	Update
Share notes and actions from 13 October 2015 meeting of the Advisory Committee	SM	28 Oct	
Confirm if Enrichment Programme presentation will be done at next Educational Services Meeting	SM	30 Oct	
Update on the status of nominated schools for School of the Year	SM	COB 23 Oct	
Share GOILP information with DF to facilitate finalization of Summer School 2016 list	SM	COB 23 Oct	
Share graph on Text Readability	SM	Next Bi-Weekly Update	
Confirm proposed 6 November 2015 date for next bi-weekly update meeting	SM	30 Oct	

Outstanding Actions from Previous Meetings

Action	By	Date	Update
Check on the status of external repairs at May Pen Primary School to the building that contains Enrichment Centre	DR	30 Sept	Completed. Works completed
Select 40 schools to receive additional support under parenting initiative	JB/DR	14 Dec	In progress
Follow up with all stakeholders re meeting with ECC, NPSC and JB to establish way forward for assessments of schools and parent places	DR		Outstanding

DISCUSSION – ISSUES

1) Welcome & Call to Order – (JAF)

Meeting was called to order by JAF (9:am)

2) Confirmation of Minutes & Matters Arising – (DF)

Corrections to the notes from the meeting held 18 September are as follows:

Page 3:

- Second Sentence, change to 'but their earning history would be outside ...' and
- Under focus and feedback listing, use semi-colons and 'and' after penultimate item

Page 6:

- Sentence beginning 'to be reviewed' should say 'the books recommended';
- Follow up actions to use semi-colons and 'and' after penultimate item; and
- Correct spelling of accruals in the table.

Completed action items were updated in the previously circulated meeting notes. Outstanding actions have been updated in the table above.

3) Project Performance Review (Various)

a. MoE Project Activity Update (SM)

- i. Advisory Committee Meeting
 - Meeting Notes and Actions

The meeting of the Advisory Committee took place 13 October 2015 at the G2G Project Office, Caenwood Centre. The resulting action list for the Chair, Ms. Lena Buckle-Scott was shared with Chair's secretary. The meeting was briefly reviewed for the benefit of CS who was absent. The following were noted:

- The TOR for the committee members is to be reviewed by members and shared with SM;
- Committee Chair, Lena Buckle-Scott, proposed that DR and SM make a presentation at the Educational Services Meeting on 9 November, 2015 in order to bring all divisions and agencies of the MoE up to speed on the Enrichment Programme; and
- Following a review, it was noted that there was no challenge with the terminology used in the sustainability matrix presented by SM. It was suggested, nonetheless, that the previously shared framework be used until conversations with all divisions and agencies are complete. Following this, the matrix, a diagrammatic representation of same, would be updated to reflect the outcomes of these conversations.

Ms. Buckle-Scott is to follow up on the inclusion of a representative from the Principals Executive on the Advisory Committee.

Action: SM will share notes and actions from the meeting by Wednesday 28 October. 2015

CS notes that while the advisory committee and a MoE Champion are important to the sustainability of the

programme, the project should focus on encouraging Principals to be responsible for the sustainability of the programme in their schools.

SM notes that she is in agreement that the schools must, and do, take responsibility for the sustainability of the programme. She notes that all Education Officers, with the exception of one in region 3, ensure that the EP is included in schools' Action Plans. She notes that the School Based Literacy Coordinators are also charged to ensure the programme is being fully capitalized on in the schools.

ii. School of the Year Awards

SM is to follow up with Senior Education Officers in region 6 regarding the second set of schools submitted for nomination. SM reiterated her opinion that if the schools cannot provide the requested information the awards should be scrapped.

CS notes that the dates for these awards, as per the approved work plan, have past, (in the case of School Teacher and Student of the Year) or are fast approaching (in the case of Parent of the Year). She suggests pushing the due dates for the awards later into the implementation year, and if valid information is not available, removing the awards entirely.

Action: SM to update on the status of the second set of nominated schools to DR by end of day.

CS suggests revisiting the criteria for the award and redoing selection process

iii. Summer School 2015 Update & 2016 Plans

➤ Teacher Manual

EC, SM and various Education Officers from MoE Region 6 met on 13 October to review and finalise the Summer School Intervention Teacher Manual. Approximately 50% of the work was completed. A meeting to complete same was originally scheduled for today, 23 October 2015 however this has been moved to next week. It is hoped that the finalized Manual will be completed by 1 November, 2015.

➤ List of schools for submission to CEO

A shortlist of the project schools achieving the lowest 2014 G4LT scores was shared with SM. SM will get GOILP data today, 23 October 2015 and share with DF for cross referencing and selection of 25 schools deemed most in need of additional intervention. The resulting list will be submitted to CEO for approval. It is hoped that this list will be submitted by Friday, 30 October, 2015

Action: SM to share GOILP data with DF today, 23 October, 2015.

b. DF Project Activity Update (DF)

i. Yr2 Audit

This activity is scheduled to begin on November 2. DR has been in conversation with USAID Financial Analyst, Florene Cox, around same. The contract has been signed by DF CEO, Samantha Chantrelle, and will be returned to the Auditors, BDO Jamaica.

ii. Teacher Training

The next scheduled in-service teacher training will take place 27 – 29 October at Mico Teachers College. It will focus on a review of the proper use of different diagnostic and assessment tools. The sessions will be led by MoE officers and will target primarily teachers from Cohorts 3 and 4.

iii. Recruitment Update

The procurement officer has been engaged with an effective date of mid-November 2015. DR has requested an introduction between him and USAID Supervisory A&A Specialist Claudia Molina. at her convenience. CS notes this should be a conference call, and DF should ensure Claudia has a copy of the Cooperative Agreement for same.

iv. Summer School 2015 Update & 2016 Plans

As above in MoE update.

v. Enrichment Programme Manual Design Selection

The revised draft of Manual has been sent to a graphic artist. A mockup of a potential layout was shared in the meeting. SM notes that headings and subheadings should be kept in blue and/or black as research shows some colors such as green are harder to read.

Action: SM to share graph on text readability during next bi-weekly meeting

vi. Renovations – Cohorts 2 & 4

To date, renovations have been completed at Bryce Primary as well as 6 of the 7 schools in Cohort 4. Items approved by the RAO, Judy Webb, have been procured, and delivery of same requested for the renovated schools. DF will submit request for approvals regarding the procurement of outstanding items, including furniture from the RAO in the upcoming weeks.

vii. Parenting Assessment Partnership

To date, all personnel needed to carry out the situational analyses in project schools have been engaged. Assessments in Region 3 are complete. Assessments in Regions 1, 2, 5 and 6 are scheduled to be completed today, 23 October, 2015. The officer in Region 4 was engaged a week later than her colleagues. As such, she is set to complete assessments on 30 October, 2015. These assessments will allow DF to finalise the list of 40 schools to receive support for their parental involvement in governance structures, as well as provide guidance on the type of support which would be a best fit in each case. It will also provide DF with an inventory of the items required for each school to establish a Parents' Place.

SM mentioned that the feedback on the ground is that Schools are excited for this structured approach to the Parents' Places. CREO's have been engaging various Principals about Parents' Places and their best use in the schools. She notes that for some rural schools e.g. Lottery Primary in St. James, some parents must travel far out for work while others are farmers. As such we may see the same parents out at every event. This is not to be taken as an indication of interest on the part of the absent parents, but rather a reflection of the gap in capacity.

viii. Audit and Focus Group Update

Update to be provided to DR by JB

- ix. Timeline on data review

Update to be provided to DR by JB

- x. Parents' Place Manual

DR is to set up a meeting to discuss the content for Parent Place manual to be created through the G2G Project with the G2G team. This will be reported on in upcoming meetings.

c. USAID Project Activity Update (CS)

- i. Semi-Annual Report

Claire has asked that this be submitted in draft for her review ahead of submission on 30 October 2015.

4) AOB

Updates to Work Plan.

CS has asked that DF review approved work plan and make any necessary changes including:

- Output 1 - Check end dates with 2015 (example- parenting should end in October not June);
- Output 5, column 4- should be June 2016 not June 2015
- Output 6 - close out event should be dated 2016 not 2015
- Amend dated for School of the Year Awards

Meeting with RAO

This meeting, attended by CS and DF CEO Samantha Chantrelle, went well. There were no outstanding items. CS was tasked to take the asset register to her next site visits.

Meeting regarding financial protocols for Summer School Intervention payments

SM spoke to Ms. Banton Principal Financial Officer (PFO) and reminded her to find out if MoE CEO, Dr. McLean wants to be at the meeting. No date has been set for same.

Upcoming Bi-Weekly update with SN and DF

SM to send a date for up-coming meeting. Suggested date is 5 November 2016.

The date of the next meeting is set for November 20, 2015 to be followed by a meeting in January. There will be no December Project Implementation Meeting
The meeting was adjourned at 10:31 am.

DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
1. Financial Reports			
a. Funds voucher (SF-1034 & Advance/Liq Report)	Monthly	By 15th of each month	sdvouchers@usaid.gov/ AOR (AOR send to FM)
b. Federal Financial Form (SF-425)	Quarterly	45 days after quarter ends	santodomingoobligation inbox@usaid.gov/AO/A OR
c. Accruals	Quarterly	10 days before quarter ends	AOR
d. Final Financial Report	Once	23-May-16	FM/AOR
e. Tax Report	Annually	16-Apr	Supervisory Financial Analyst (avasquez@usaid.gov)/A OR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/201 (report due 30 days after audit)	AOR
2. Program Reporting			
a. Annual Implementation Plan	Annually	10-May	AOR
b. M&E Plan	Once	10-May-13	AOR
c. Marking and Branding Plan	Once	24-May-13	AOR/DOC
d. Periodic Reports			
April-June	Quarterly	30-Jul	AOR
July-September (semi-annual report)	every 6 months	30-Oct	AOR, DGP
October-December	Quarterly	30-Jan	AOR
January-March (semi-annual)	Every 6 months	30-Apr	AOR, DGP
e. Performance Reports	As requested	TBD	AOR
f. Final Report	Once	8-Jun-16	AOR
3. Evaluations	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)
4. EMPR	Annually	December	AOR, Environmental Officer
5. Inventory List/Property Title	On going	8-Jun-16	AOR

<u>SUBSTANTIAL INVOLVEMENT CLAUSES</u>			
a. Approval of Annual Implementation Plans			
b. Approval of M&E Plan			
c. Approval of 4 Key Personnel: Project Manager, Accountant, Project Officer - Training, Project Officer - M&E			
d. Involvement in selection of advisory committee members			
e. Prior approval of all sub-awards			
f. Approval of changes in program direction			
g. Monitoring of activity and sites			